

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC MEMORANDUM  
NO. 380-10

02 April 2007

Foreign Disclosure

FOREIGN VISITORS TO HEADQUARTERS,  
U.S. ARMY MATERIEL COMMAND (HQ AMC)

This provides policy and procedures for the staffing and coordination of official One-time, Recurring and Extended Requests for Visit Authorization (RVAs) of foreign nationals and/or foreign representatives to HQ AMC.

	<u>Paragraph</u>	<u>Page</u>
Purpose.....	1	1
Scope.....	2	1
Export Controls.....	3	2
Policy .....	4	2
Responsibilities.....	5	2
Point of Contact (POC).....	6	6

**APPENDIX**

A. Sample AMC Memorandum for Foreign Visit Requests.....	7
B. Sample Concurrence/Non-Concurrence Recommendation.....	9
C. Sample Contact Officer (CO) Certification.....	11
D. Example of “Non-Concur” Memorandum .....	12

1. **Purpose.** This memorandum establishes policy and procedures for the staffing and coordination of a RVA necessary to facilitate One-time, Recurring or Extended visit requests to HQ AMC for foreign nationals and/or foreign representatives. (Foreign representatives are foreign nationals or U.S. citizens or nationals, who are acting as representatives of either a foreign government or who are firm personnel sponsored by a foreign government.) This memorandum outlines the duties and responsibilities of each HQ AMC Staff Office and/or Staff Principal (SP), in the coordination process once the concurrence or non-concurrence recommendation has been completed.

2. **Scope.** This memorandum is applicable to all military, civilian, and contractor personnel assigned or attached to HQ AMC. This memorandum applies to the authorized disclosure (oral, visual, or documentary) of official Army information to foreign nationals and/or representatives. Disclosure may be classified military information (CMI) (Top Secret, Secret, and Confidential) or controlled unclassified information (CUI) (unclassified technical information with military or space applications that is sensitive and warrants control over its use and dissemination). Unclassified information that does not qualify as CUI may be in the public domain and may be

suitable for disclosure to the public at large. The HQ AMC proponent for disclosure of U.S. Army public domain information is the Office of Public & Congressional Affairs Office.

**3. Export Controls.** Information subject to the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR) export control regimes (U.S. Munitions List or Export Control List) to a foreign national and/or representative must be officially authorized for export to the proposed recipient. HQ AMC personnel will only recommend disclosure of information subject to the ITAR or the EAR for disclosure after an export license or an exemption from the export license has been verified. The proponent will coordinate export license issues with the Industrial Security Representative at HQ AMC (AMXMI-SCD).

**4. Policy:**

a. Official RVAs received from HQDA G-2 will be accepted by AMC G-2. Upon receipt, the AMC Foreign Disclosure Officer (FDO) will coordinate the RVA per this memorandum and all applicable Army regulations, policies and supplements, until the visit is completed and the After Action Report (AAR) is submitted.

b. The HQ AMC Chief of Staff (CoS) and Deputy Chief of Staff (DCoS) are the sole authorities to concur or non-concur on all RVAs for foreign nationals and/or representatives desiring to visit HQ AMC.

c. A G-2 FDO must brief the Contact Officer (CO) on their duties and responsibilities for executing the RVA.

**5. Responsibilities:**

a. Secretary to the General Staff (SGS), HQ AMC will:

(1) Review RVAs in order to determine the responsible (SP) for hosting.

(2) Conduct preliminary inquiries directly with the Embassy point of contact (POC) listed on the RVA to determine purpose, dates, and gift exchanges.

(3) A SGS "Tasker Control Number" will be assigned to the RVAs addressed to the HQ AMC Command Group. The RVA will be staffed to the appropriate SP and a copy provided to the AMC FDO.

b. Staff Principals, HQ AMC, will:

(1) In the event the RVA has been staffed to the wrong SP, notify the AMC SGS within three duty days of receipt of the RVA tasker.

(2) Coordinate the RVA to the AMC CoS and/or the staff section. If the RVA is exclusively for the Command Group and the "purpose" of the RVA is within the area of

responsibility/cognizance of the SP, the SP will coordinate the RVA. The SP will also provide appropriate support to the Command Group as required and/or as directed in this memorandum. Provide written concurrence or non-concurrence of the RVA to the AMC FDO and provide a courtesy copy to the CofS, XO, SGS, and Protocol Officer not later than (NLT) the suspense date established.

(3) If the RVA is exclusively for the Command Group and/or involves a General Officer (GO) or equivalent, the CoS will task SGS and SGS will review, coordinate or task a SP.

(4) Appoint a CO and ensure the CO and all others likely to have contact with the foreign visitor(s) know the purpose of the visit and the limits authorized with respect to the foreign visitor(s). The AMC FDO will assist as needed.

(5) CO must submit a memorandum to the Protocol Office upon receipt of the RVA requesting representational funding. This funding will be utilized for gift exchanges, refreshments, and/or lunch.

(6) Schedule a briefing with the AMC FDO (upon receipt of tasker, NLT 5 duty days prior to the visit) to discuss the authorized disclosure limitations. The CO will be required to attend this briefing.

(7) Notify the AMC FDO in writing within 5 duty days of initiating pre-coordination for the RVA (any contact between a HQ AMC employee and a foreign national and/or representative) for the purpose of planning a visit to HQ AMC. Identify the country, name(s) of visitor(s), date(s) of visit, purpose of visit, information requested to be disclosed and the HQ AMC point of contact/CO for the visit. Failure to properly notify the AMC FDO may result in denial of the RVA.

(8) Provide all CMI and CUI information/material along with a written recommendation for disclosure, and identify the foreign national(s) and/or representative(s) to the AMC FDO for review NLT 5 duty days prior to the scheduled official visit. Requests for disclosure of CMI, where no disclosure authority exists, will require approval for disclosure from HQDA G-2. This may result in denial of the request for information/material and/or delay of the scheduled visit. Requests to disclose CUI will require written approval from the proponent.

(9) Notify AMC G-3 Security/Force Protection/Law Enforcement of the approved visit. Deny access to any foreign national and/or representative not previously approved and immediately inform the AMC FDO of the denial.

(10) Execute the visit as stated in the approved RVA.

(11) Provide a written AAR to the AMC FDO and the CofS within 7 duty days of the visit. Include the names of visitor(s), their country(s), the date(s) of the visit, information/material disclosed, any questions and requests for information which exceeded the approved disclosure limits of the approved RVA, other suspicious activities or developments, and an assessment of the value or advantage of this visit to U.S. Army.

c. Deputy Chief of Staff for Operations, G-3, HQ AMC, will coordinate and process all requests for Extended RVAs for the assignment of Foreign Liaison Officers (FLOs). The RVA is the authorization to permit a single visit for an extended period of time, normally 30 consecutive days or more. The RVA will be valid for the duration of the program, assignment, or certification, subject to annual review and revalidation.

(1) G-3 is the SP exercising authority of the FLOs.

(2) The AMC FDO will assist the G-3 in completing the Delegation of Disclosure Authority Letter (DDL) assigned to the FLOs. DDLs are not authorized for release to the FLOs or any other foreign national or representative(s).

(3) G-3 will appoint a Primary and Alternate U.S. CO in writing to oversee all activities of the FLOs. The CO should be equivalent rank/grade to the FLO (or higher, if available) and be physically accessible and have daily contact with FLOs. Copies of appointments will be provided to the AMC G-2 and annotated in the approved DDL.

(4) The G-3 CO must be familiar with AR 380-10, (Foreign Disclosure and Contacts with Foreign Representatives) and AMC Supplement 1 to AR 380-10.

(5) The G-3 CO will perform duties as outlined in AR 380-10, appendix I-14.

d. G2 Foreign Disclosure Office HQ AMC, will:

(1) Receive RVAs from HQDA G-2 via the Security Policy Automation Network (SPAN), Foreign Visit System (FVS).

(2) Handcarry a paper copy of the RVA tasker to the AMC SGS within 2 duty days of receipt from HQDA. The RVA tasker will contain the Cover memorandum (appendix A), Concurrence/Non-concurrence Recommendation (appendix B), Contact Officer Certification (appendix C), and an example of a "Non-concur" memorandum (appendix D).

(3) Receive the completed RVA tasker from the SP NLT the suspense date established in the RVA tasker submitting AMC's recommendation to HQDA G-2 via the SPAN. The AMC recommendation will be signed by the CoS or DCoS at HQ AMC.

(4) Brief the CO on his/her duties and responsibilities, prior to the scheduled visit. For visits to the Command Group, assist the CO in providing his/her briefing to the Command Group.

(5) Determine disclosure requirements and release authorizations for CMI in coordination with HQDA G-2 disclosure requirements, and release authorizations of CUI in coordination with the proponent.

(6) Notify by e-mail, the SP or the SP's designated representative, the Deputy CoS, CG/DCG/EDCG/XO, (as appropriate) SGS and Protocol Officer at HQ AMC, of any HQDA G-2 guidance concerning the visit received after the staffing process has begun in AMC.

(7) Two duty days before the scheduled visit, check for any amendments (changes to the original RVA). Amendments to approved RVAs must be staffed through AMC FDO and receive written concurrence/non-concurrence from the hosting SP.

(8) Provide the SP response to HQDA G-2 to the HQ AMC's position to the requested amendment.

(9) Provide guidance to the SP to facilitate the coordination between the CO(s) and the local supporting Counterintelligence (CI) office.

e. HQ AMC Protocol Officer will execute protocol functions for General Officers (GOs) or equivalent IAW with HQ AMC protocol guidance and procedures. Request for representational funding (gift exchange, refreshments, etc.) will require prior approval from the Protocol Officer.

f. HQ AMC, G-3 Security/Force Protection/Law Enforcement will, upon notification by the AMC FDO of an approved visit, provide support as appropriate to ensure established physical security/anti-terrorism measures and access control procedures are followed. Examples are listed below:

(1) Coordinate with the Directorate of Plans, Training, Mobilization and Security (DPTMS) Fort Belvoir, VA 22060-5527 for entry onto the installation.

(2) Require each person to sign in, personally checking identification and issuing an escort required badge.

(3) Authorize entry to only authorized persons; when in doubt please contact the AMC FDO prior to authorizing entry.

(4) Ensure the AMC CO(s) is available for escorting.

(5) Ensure individuals visiting do not bring the following unauthorized items into HQ AMC during the visit:

(a) Cellular telephone, pagers, and two-way radio transmitters.

(b) Personal digital assistant (PDAs) and/or blackberries.

(c) Personal computer and associated media (memory sticks).

(d) Photographic and recording equipment (especially cell phones with cameras).

(e) Test, measurement, and diagnostics equipment.

(f) Hazardous items (firearms, weapons, ammunition, explosives, radioactive material, flammable liquids, gases, and other hazardous materials).

g. If items listed above at 5f (a) through (e) are found, request visitors return them to his/her vehicle prior to authorized entry into HQ AMC. Take appropriate and immediate action and notify the appropriate authority (MPs, local police, 911, etc.,) if items listed in (5)(f) are found.

**6. Point of Contact (POC):** The AMC POC for this memorandum is the HQ AMC G-2, Security Countermeasures Division (AMXMI-SCD) Commercial: (703)-806-8395 or DSN: 656-8395.

The proponent of this memorandum is the Office of the DCS, G-2, and HQ AMC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Command, HQ AMC, ATTN: AMXMI-SCD, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

//Signed//  
WILLIAM E. MORTENSEN  
Lieutenant General, USA  
Chief of Staff

DISTRIBUTION:  
H

**APPENDIX A**  
**Sample AMC Memorandum for Foreign Visit Request**

S:

AMXMI-SCD

Date:

MEMORANDUM FOR

SUBJECT: Foreign Request for Visit Authorization (RVA), Embassy of (Country)

1. Enclosure 1 is a (Country) RVA forwarded for your action.

a. The office to be visited may refuse the visit or refuse to discuss Classified Military Information (CMI) or Controlled Unclassified Information (CUI) not advantageous to the U.S. Government.

b. Disclosure of CMI/CUI requires written approval prior to the visit and a review by the Foreign Disclosure Officer (FDO).

2. Enclosure 2 is the Concurrence/Non-Concurrence recommendation to be completed and returned to this office NLT (Date) providing justification for release of CUI or CMI. Justification must include the international agreement (IA), or foreign military case (FMS) identifier, and delegation of disclosure authority letter (DDL) authorizing disclosure of information. Include a brief synopsis of information to be disclosed.

a. No disclosure (oral, visual or documentary) of CUI/CMI outside the disclosure parameters of the IA or the DDL is permitted.

b. Discussion of CMI/CUI topics not listed on the written approval is unauthorized.

c. The POC for the RVA, in conjunction with the FDO, is responsible for ensuring disclosure parameters IAW written approval are briefed to U.S. participants prior to hosting foreign visitor(s).

3. Enclosure 3 is the Contact Officer (CO) Certification to be complete by the appointed CO's supervisor and returned through SGS to AMXMI-SCD NLT (Date) if RVA is accepted.

4. Enclosure 4 is the "Non-Concurrence" memorandum which must be completed and returned through SGS to AMXMI-SCD if your position is to recommend denial of the visit for any reason.

AMXMI-SCD

SUBJECT: Foreign Request for Visit Authorization (RVA)

5. The POC for this action is Ms. Jenny Ellington, Bldg 1, Room 2SE2013, 806-8395.

4 Encls

1. (Country) RVA
2. Concurrence/Non-Concurrence  
Recommendation
3. Contact Officer Certification
4. Non-concurrence memorandum

GINGER T. PRATT

Colonel, GS

Deputy Chief of Staff, G2



**APPENDIX B**  
**Sample Concurrence/Non-Concurrence Recommendation**

TO: AMXMI-SCD

SUBJECT: Concurrence/Non-Concurrence Recommendation

1. This office ( ) Concurs ( ) Nonconcur (complete paragraph 7 below) ( ) Has no interest in this visit.
2. This visit is for military purposes and ( ) will ( ) will not benefit AMC.
3. This visit is related to AMC ( ) Materiel ( ) R&D ( ) Other.
4. Disclosure of oral and visual information up to the following level is necessary to accomplish the purpose of the visit. ( ) UNCLASSIFIED ( ) CONFIDENTIAL ( ) SECRET

If disclosure of classified information is required, provide a brief outline or description of the disclosure.

5. Disclosure of classified information is justified by:

( ) ABCA Standardization Program. Specify and identify by items:

( ) Cooperative R&D program. Specify title:

( ) U.S./Canada Defense Development/Defense Production Sharing Program:

( ) AMC contract with contractor facility (list contract number):

( ) Other:

6. Name and commercial telephone number of the point of contact:

7. Justification for non-concurrence/no interest:

8. Remarks:

9. Name of the Contact Officer (CO) assigned responsibility for this case  
\_\_\_\_\_. Telephone number: \_\_\_\_\_.

\_\_\_\_\_  
Signed (Staff Principal)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**APPENDIX C**  
**Sample Contact Officer (CO) Certification**

1. Be familiar with AR 380-10, subject: Foreign Disclosure and Contacts with Foreign Representatives, 22 June 2005 and AMC Supplement 1 to AR 380-10.
2. Be familiar with the purpose of the visit and ensure all information provided to the foreign representative (oral, visual or documentary) is appropriate.

The designated CO must understand the stated Purpose of Visit and have the technical expertise to know what discussion is authorized/not authorized IAW this visit.

This capability is certified by the supervisor signature block below.

3. Ensure the foreign representative(s) are escorted when in the HQ AMC building.
4. Coordinate the visit with all applicable offices (G2, G5, Protocol, SGS, etc.,).
5. Be aware of equal or higher grade/rank of the foreign representative.
6. Ensure all persons meeting with the foreign representative(s) are aware of the extent/limitations of this visit.
7. Inform personnel who have contact with foreign visitors about applicable foreign disclosure and security requirements.
8. The designated Contact Officer is \_\_\_\_\_.

\_\_\_\_\_  
 Signature  
 Supervisor's Name (Printed)  
 Grade/Rank  
 Title

**APPENDIX D**  
**Example of “Non-Concur” Memorandum**

AMC OFFICE SYMBOL

MEMORANDUM FOR

SUBJECT: Statement of Non-concurrence, RVA

1. This office non-concurs with the subject visit request and recommends denying the visit based on the following justification:
  - a. This command is not the proponent for the proposed subject(s).
  - b. The purpose of the request is not clear; discussions with the Embassy POC have not clarified the intended purpose. It would not be appropriate to meet until the purpose can be clarified.
  - c. The subject matter expert will be TDY during the requested timeframe. This office suggests the Embassy of XX submit a request to meet at a future date (provided), when the expert is expected to be available.
2. This statement is to be personally signed by the Deputy Chief of Staff or Chief of Staff, HQ AMC. Paragraphs and continuation sheets will follow normal correspondence format.

XXXXXXXXXX X. XXXXXXXXXXXX